

From: Deputy Director, Admin

Sent: Friday, June 07, 2013 8:03 AM

To: +All HQ Employees

Subject: HQ Building Update - 450 N Street Exterior Window Cleaning Schedule

Starting next week, the Department of General Services (DGS) and its contractor will begin cleaning the exterior windows of the 450 N Street building.

This project is scheduled to begin early Wednesday morning, June 12, 2013.

Crews will begin washing the 24th floor exterior windows located at the northwest corner of the building and will move clockwise around the building (NW, NE, SE, and SW). The DGS anticipates completing this project in three weeks.

Thank you for your patience and understanding.

Liz Houser

Deputy Director, Administration Department

Board of Equalization